

C-O-N-F-I-D-E-N-T-I-A-L

Senior Administrative Officers Conference

Agenda

PLANNING

Support Planning

Review of the present system for support planning with particular emphasis on the problem of determining specific support requirements; the role of the Chief of Administration in satisfying the need for specific requirements as a basis for Support Services planning.

The Agency Budget as a Planning Mechanism

Examination of the relationship of the Budget to other planning exercises and instruments especially the Character and Level Paper prepared for the Director's approval; review of current procedures for consolidation of budget and planning exercises.

Budgets and Appropriations

Consideration of allotment and obligation controls and the significance and importance of realistic obligation data; discussion of use of a budget as a management tool to review actual undertakings in the light of planned programs.

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Logistics Planning and Capabilities

Review of factors such as time, distance, quality, quantity, sterility, etc., which must be considered in every requirement for logistical support; consideration of the logistics planning system and its capabilities and limitations.

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PERSONNEL MANAGEMENT

Staffing - A Basic Problem of Management

Re-examination of the scope of the manager's responsibility for staffing and of factors which must be considered in discharging this function; consideration of the importance of sound planning well in advance of actual requirements and of techniques for identifying future requirements.

Recruitment Problems Facing the Agency

Review of current problems encountered in recruiting high quality personnel; consideration of future prospects.

Manpower Utilization

Principal factors which effect Agency personnel strength; consideration of some approaches to better use of available manpower.

Weeding Out Marginal Performers

Review of factors bearing on the problem of weeding out marginal personnel; consideration of possible courses of action.

SENIOR ADMINISTRATIVE OFFICERS CONFERENCE

\* SCHEDULE

GROUP A ART ROOM

Monday

0930-0945 - Conference Organization  
1000-1215 - [REDACTED] Briefing

1215-1300 - Lunch

STATINTL

1315-1500 - Support Planning  
1515-1615 - [REDACTED]

1630 - Recreation

1900 - Dinner

Tuesday

0830-0930 - Logistics Planning and Capabilities  
0945-1145 - The Agency Budget as a Planning Mechanism

1145-1230 - Lunch

1245-1400 - Budgets and Appropriations

1415-1615 - Staffing - A Basic Problem of Management

1630 - Recreation

1900 - Dinner

Wednesday

0800-0845 - Recruitment Problems Facing the Agency

0900-1015 - Manpower Utilization

1030-1200 - Weeding Out Marginal Performers

1200-1300 - Lunch

1315-1600 - Joint Session

1600-1700 - Check Out

\* - Daylight Time

SPATIAL ADMINISTRATIVE OFFICERS CONFERENCE

• SCHEDULE

GROUP B

GYMNASIUM BUILDING

Monday

0930-0945 - Conference Organization (Art Room)  
1000-1215 [REDACTED] Briefing

1215-1300 - Lunch

1315-1515 - Staffing - A Basic Problem of Management  
1530-1615 - Recruitment Problems Facing the Agency

1630 - Recreation

1900 - Dinner

Tuesday

STATINTL

0815-0930 - Manpower Utilization  
0945-1115 - Weeding Out Marginal Performers  
1130-1215 [REDACTED]

1215-1300 - Lunch

1315-1500 - Support Planning  
1515-1615 - Logistics Planning and Capabilities

1630 - Recreation

1900 - Dinner

Wednesday

0815-1015 - The Agency Budget as a Planning Mechanism  
1030-1200 - Budgets and Appropriations

1200-1300 - Lunch

1315-1600 - Joint Session (Art Room)

1600-1700 - Check Out

• - Daylight Time

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Breakfast 0730-0815  
Lunch 1200-1300  
Dinner 1900-1930

Conference Rooms

Group A will use the Art Room; Group B will use a room in the Gymnasium Building. Joint Sessions (0930 Monday and 1315 Wednesday) will be held in the Art Room.

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